

mandates of the Oil Pollution Act of 1990 (OPA). The requirement to submit this information is mandatory. No confidential or proprietary information is collected.

(c) An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

(d) Send comments regarding any aspect of the collection of information under this part, including suggestions for reducing the burden, to the Information Collection Clearance Officer, Minerals Management Service, Mail Stop 5438, 1849 C Street, NW., Washington, DC 20240.

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## Subpart B—Oil-Spill Response Plans for Outer Continental Shelf Facilities

### § 254.20 Purpose.

This subpart describes the requirements for preparing spill-response plans for facilities located on the OCS.

### § 254.21 How must I format my response plan?

(a) You must divide your response plan for OCS facilities into the sections specified in paragraph (b) and explained in the other sections of this subpart. The plan must have an easily found marker identifying each section. You may use an alternate format if you include a cross-reference table to identify the location of required sections. You may use alternate contents if you can demonstrate to the Regional Supervisor that they provide for equal or greater levels of preparedness.

(b) Your plan must include:

- (1) Introduction and plan contents.
- (2) Emergency response action plan.
- (3) Appendices:
  - (i) Equipment inventory.
  - (ii) Contractual agreements.
  - (iii) Worst case discharge scenario.
  - (iv) Dispersant use plan.
  - (v) In situ burning plan.
  - (vi) Training and drills.

### § 254.22 What information must I include in the “Introduction and plan contents” section?

The “Introduction and plan contents” section must provide:

- (a) Identification of the facility the plan covers, including its location and type;
- (b) A table of contents;
- (c) A record of changes made to the plan; and
- (d) A cross-reference table, if needed, because you are using an alternate format for your plan.

### § 254.23 What information must I include in the “Emergency response action plan” section?

The “Emergency response action plan” section is the core of the response plan. Put information in easy-to-use formats such as flow charts or tables where appropriate. This section must include:

- (a) Designation, by name or position, of a trained qualified individual (QI) who has full authority to implement removal actions and ensure immediate notification of appropriate Federal officials and response personnel.
- (b) Designation, by name or position, of a trained spill management team available on a 24-hour basis. The team must include a trained spill-response coordinator and alternate(s) who have the responsibility and authority to direct and coordinate response operations on your behalf. You must describe the team’s organizational structure as well as the responsibilities and authorities of each position on the spill management team.
- (c) Description of a spill-response operating team. Team members must be trained and available on a 24-hour basis to deploy and operate spill-response equipment. They must be able to respond within a reasonable minimum specified time. You must include the number and types of personnel available from each identified labor source.
- (d) A planned location for a spill-response operations center and provisions for primary and alternate communications systems available for use in coordinating and directing spill-response operations. You must provide telephone numbers for the response operations center. You also must provide